

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE 1 OF 1
2. AMENDMENT/MODIFICATION 0004	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ	5. PROJECT (If applicable)	
6. ISSUED BY FAA, MIKE MONRONEY AERONAUTICAL CENTER P O BOX 25082 OKLAHOMA CITY OK 73125-4932		7. ADMINISTERED BY (If other than Item 6) CODE AMQ-340 CONTRACT MANAGEMENT TEAM PO BOX 25082 MPB ROOM 369 OKLAHOMA CITY OK 73125		

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) OKLAHOMA UNIVERSITY OF 1700 LEXINGTON AVE NORMAN OK 73019	(X) 9A. AMENDMENT OF SOLICITATION
	9B. DATED (SEE ITEM 11)
	10A. MODIFICATION OF CONTRACT/ORDER DTFAAC-06-D-00093
	10B. DATED (SEE ITEM 13) 07/14/2006
CODE	FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [] is extended, [] is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
(a) By completing Items 8 and 15, and returning [] copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.

IT MODIFIES THE CONTRACT/ORDER AS DESCRIBED IN ITEM 14.

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT/ORDER IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14.

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)
BILATERAL AGREEMENT BETWEEN PARTIES

IMPORTANT: Contractor [] is not, [X] is required to sign this document and return [3] copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by section headings, including solicitation/contract subject matter where feasible.)

Contract Modification 0003 not issued.

Contract Modification 0004 is being issued to:

- Reference Appendix B, Contract Support Requirement Projections, Revision 3 – Total Proposed Cost, \$2,934,471.78
- Reference Appendix D, Contract Support Position Descriptions: Add Computer Operator II, (See attached Position Description)
- Reference Statement of Work, Page 3, Paragraph 2.5 Overtime, add: 2.5.1 Emergency Overtime Authorization:

The FAA agrees to have an ongoing blanket authorization of up to 24 hours of unscheduled Contractor Instructor overtime to be used in the event the Contractor requires overtime activity in response to sick leave or an unexpected emergency. The Contractor's team Lead shall make every effort to contact the designated FAA Section Supervisor and to advise them of the need for the overtime PRIOR to making the decision to invoke the blanket authorized overtime. The Contractor's Team Lead shall notify their management on the next day of the overtime usage for coordination with the COR and CO.

The estimated value of the contract is increased by \$2,934,471.78, from \$9,182,582.06 to \$12,117,053.84 (Estimated)

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) James P. Pappas, Ph.D., Vice President for Outreach	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Debbie Perry Contracting Officer
15B. CONTRACTOR/OFFEROR James P. Pappas (Signature of person authorized to sign)	16B. UNITED STATES OF AMERICA BY: Debbie Perry (Signature of Contracting Officer)
15C. DATE SIGNED 11/12/07	16C. DATE SIGNED 11/22/07

CONTRACT SUPPORT REQUIREMENT PROJECTIONS

Information regarding the projected
Contract support requirements of AMA-500
In all currently identified labor categories
For the period of August 1, 2006, through January 31, 2007

DTFAAC-06-D-00093

REVISION 3

Appendix B

Prepared by:
AMA-500 Staff

August 30, 2006

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Active Task Requirement Data – Effective Dates of Changes

The following reflects effective dates of each version of the contract support requirement projections for each task, and serves as a record of modification activity.

Task 1	Contract Management and Administration	
	Subtask 1A – General Management and Administration	
	Initial Contract Support Requirement Projections	08/01/06
	Revision 1 (FY-06)	07/20/06
Task 2	Air Traffic Division Program Support	
	Subtask 2A – Program Support	
	Subtask 2B – Pseudo-Pilot Support	
	Initial Contract Support Requirement Projections	08/01/06
	Revision 2 (FY-06)	07/31/06
Task 3	International ATC Training Support	
	Initial Contract Support Requirement Projections	08/01/06
Task 10	Initial Training Branch Instructional Design Support	
	Initial Contract Support Requirement Projections	08/01/06
Task 11	En Route Training Section Instruction Support	
	Initial Contract Support Requirement Projections	08/01/06
	Revision 1 (FY-06)	07/20/06
Task 12	Terminal Radar Training Section Instruction Support	
	Initial Contract Support Requirement Projections	08/01/06
	Revision 3 (FY-06)	08/30/06
Task 13	Tower Cab Training Section Instruction Support	
	Initial Contract Support Requirement Projections	08/01/06
	Revision 1 (FY-06)	07/20/06
	Revision 3 (FY-06)	08/30/06
Task 14	Flight Service Training Section Instruction Support	
	Initial Contract Support Requirement Projections	08/01/06
Task 20	Specialized Training Branch Instructional Design Support	
	Initial Contract Support Requirement Projections	08/01/06
	Revision 1 (FY-06)	07/20/06
Task 21	Staff Training Section Instruction Support	
	Initial Contract Support Requirement Projections	08/01/06
	Revision 1 (FY-06)	07/20/06
Task 22	Operations Training Section Instruction Support	
	Initial Contract Support Requirement Projections	08/01/06
	Revision 1 (FY-06)	07/20/06
Task 30	System Support Branch Instructional Design Support	
	Initial Contract Support Requirement Projections	08/01/06
	Revision 1 (FY-06)	07/20/06

1/9/2007

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Task/Subtask listing:

- Task 1 Contract Management and Administration
Subtask 1A – General Management and Administration
- Task 2 Air Traffic Division Program Support
Subtask 2A – Program Support
Subtask 2B – Pseudo-Pilot Support
- Task 3 International ATC Training Support
- Task 10 Initial Training Branch Instructional Design Support
- Task 11 En Route Training Section Instruction Support
- Task 12 Terminal Radar Training Section Instruction Support
- Task 13 Tower Cab Training Section Instruction Support
- Task 14 Flight Service Training Section Instruction Support
- Task 20 Specialized Training Branch Instructional Design Support
- Task 21 Staff Training Section Instruction Support
- Task 22 Operations Training Section Instruction Support
- Task 30 System Support Branch Instructional Design Support

Task 1: Contract Management and Administration

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

Task 1: Base Period Support Requirements

08/01/06 through 1/31/07	1 Project Manager 1 Alternate Project Manager 3 Staff Assistants
10/01/06 through 01/31/07	4 Staff Assistants

Task 2: Air Traffic Division Support

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

Task 2: Base Period Support Requirements

Subtask 2A: Program Support

08/01/06 through 01/31/07 2 Training Material Coordinators

Subtask 2B: Pseudo-Pilot Administration Requirements

08/01/06 through 1/31/07 1 Pseudo-Pilot Coordinator
5 Pseudo-Pilot Supervisors

Subtask 2B: Pseudo-Pilot Support

08/01/06 through 01/31/07 ranging from 30-90 pilots

Task 3: International Instruction and Instructional Design Support

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only and are subject to change following award.

Task 3: Base Period Support Requirements

08/01/06 through 01/31/07 No Requirement

Task 10: Initial Training Branch Instructor and Instructional Design Support

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only and are subject to change following award.

Task 10: Base Period Support Requirements

08/01/06 through 01/31/07	1 Supervisor (Instructor/Terminal SME/Backfill)
	2 Instructors (Basic/Terminal SME/Backfill)
	2 Instructors (En Route SME/Backfill Instructor)
	1 Instructor (Meteorology)
	1 Instructor (Flight Service)
	2 Instructional Systems Specialists
	2 Education Specialists
	2 Desktop Publishing Technicians

Task 11: En Route Training Section Instructional Support

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only and are subject to change following award.

Task 11: Base Period Support Requirements

08/01/06 through 01/31/07	4 Supervisors (Instructor/En Route ATCS)
08/01/06 through 01/21/07	80 Instructors (En Route ATCS)
08/01/06 through 08/02/06	80 Instructors (En Route ATCS)
08/03/06 through 08/10/06	91 Instructors (En Route ATCS)
08/11/06 through 08/18/06	105 Instructors (En Route ATCS)
08/21/06 through 08/25/06	112 Instructors (En Route ATCS)
08/28/06 through 09/05/06	102 Instructors (En Route ATCS)
09/06/06 through 09/15/06	114 Instructors (En Route ATCS)
09/18/06 through 09/28/06	100 Instructors (En Route ATCS)
09/29/06 through 10/12/06	121 Instructors (En Route ATCS)
10/13/06 through 10/24/06	87 Instructors (En Route ATCS)
10/25/06 through 11/06/06	108 Instructors (En Route ATCS)
11/07/06 through 11/14/06	94 Instructors (En Route ATCS)
11/15/06 through 11/24/06	76 Instructors (En Route ATCS)
11/27/06 through 12/04/06	91 Instructors (En Route ATCS)
12/05/06 through 12/14/06	69 Instructors (En Route ATCS)
12/15/06 through 12/28/06	58 Instructors (En Route ATCS)
12/29/06 through 01/12/07	67 Instructors (En Route ATCS)
01/16/07 through 01/23/07	58 Instructors (En Route ATCS)
01/24/07 through 01/31/07	67 Instructors (En Route ATCS)

Task 12: Terminal Radar Training Section Instructional Support

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

Task 12: Base Period Support Requirements

08/01/06 through 01/31/07	1 Supervisor (Instructor/Terminal ATCS Radar)
08/01/06 through 01/31/07	10 Instructors (Terminal ATCS Radar)
08/01/06 through 09/17/06	10 Instructors (Terminal ATCS Radar)
09/18/06 through 01/31/07	16 Instructors (Terminal ATCS Radar)

Task 13: Tower Cab Training Section Instructional Support

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

Task 13: Base Period Support Requirements

08/01/06 through 01/31/07	2 Supervisors (Instructor/Basic Terminal ATCS)
08/01/06 through 01/31/07	16 Instructors (Basic Terminal ATCS)
08/01/06 through 08/09/06	29 Instructors (Basic Terminal ATCS)
08/10/06 through 08/31/06	37 Instructors (Basic Terminal ATCS)
09/01/06 through 10/12/06	49 Instructors (Basic Terminal ATCS)
10/13/06 through 10/30/06	54 Instructors (Basic Terminal ATCS)
10/31/06 through 01/31/07	49 Instructors (Basic Terminal ATCS)

Task 14: Flight Service Training Section Instructional Support

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only, and are subject to change following award.

Task 14: Base Period Support Requirements

08/01/06 through 01/31/07 No Requirement (Instructor/Flight Service ATCS)

Task 20: Specialized Training Branch Instructional Design Support

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only and are subject to change following award.

Task 20: Base Period Support Requirements

08/01/06 through 01/31/07	1 Supervisor (Instructor)
	3 Instructional Systems Specialists
	3 Desktop Publishing Technicians
	1 Technical Writer
	1 Education Specialist

Task 21: Staff Training Section Instructional Support

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only and are subject to change following award.

Task 21: Base Period Support Requirements

08/01/06 through 01/31/07 4 Instructors (Staff Training)

Task 22: Operations Training Section Instructional Support

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only and are subject to change following award. **Note: The Task 22 Supervisor will also supervise Task 21 instructors.**

Task 22: Base Period Support Requirements

08/01/06 through 01/31/07	1 Supervisor (Operations Training)
	2 Instructors (TMU)
	2 Instructors (Obstruction Evaluation)
	2 Instructors (Airspace and Procedures)

Task 30: System Support Branch Instructional Design Support

During the listed performance periods, AMA-500 projects the following support requirements based on the assumptions outlined in Paragraph 1.3 of the Statement of Work. They are intended for solicitation purposes only and are subject to change following award.

Task 30: Base Period Support Requirements

08/01/06 through 01/31/07	1 Supervisor (Instructional Systems Specialist II)
	3 ISD Specialists II
	1 Computer Programmer III
	1 Computer System Analyst I
	4 Computer Programmers II
	4 Desktop Publishers
	1 Instructor (En Route SME)*

*Must have extensive background DSR and SIGNAL

Appendix D

POSITION DESCRIPTION

- I. TITLE: Computer Operator II
- II. POSITION SUMMARY: Oversee the operation of computer hardware systems, for customers ensuring that these machines are used as efficiently and securely as possible. Work with minicomputers, or networks of personal computers on location and in remote operating areas in person or via teleconferencing. Anticipate problems and take preventive action, as well as solve problems that occur during operations.
- III. PRINCIPAL DUTIES AND RESPONSIBILITIES:
1. Receives all technical related calls, e-mail, voice mail, and other forms of communication to include TRAX, technical calls, and CBI related calls to resolve or forward to the appropriate POC.
 2. Resolves all 1st line technical support calls to include password, software, and account related calls.
 3. Coordinates with systems analysts, FAA representatives, and Contractor CBI representatives to resolve technical issues and propose process improvement methods.
 4. Ensures heat tickets are entered into the HEAT software system on all calls.
 5. Generate reports from the HEAT system as required.
 6. Identifies, reports, and recommends corrective measures on noticeable trends on technical problems and implements corrective measures.
 7. Reports technical support related problems and recommends solutions.
 8. Meets with FAA AMA530 and Contractor Task 30 staff when required and serves as a consultant when necessary.
 9. Meets with other staff and/or users as required.
 10. Performs customer follow-up and takes further actions when required.
 11. Performs related duties as assigned.
- IV. SUPERVISION OF OTHERS: May provide technical training to a designated member of the programming staff.
- V. SUPERVISION RECEIVED: Receives technical supervision from the Computer Systems Analyst. Receives general supervision from the Supervisor.
- VI. MINIMUM QUALIFICATIONS:

1. High school graduate with A+ software and hardware certification; network + certification (or equivalent experience).
2. 12 Semester hours in computer related courses.
3. At least 2 years of technical trouble shooting support experience.

Statement of Work

Time and Location of Work

Paragraph 2.1: Location of Work

All work performed under this contract shall be performed at the following location, unless directed in writing by the CO or COR:

Mike Monroney Aeronautical Center (MMAC)
FAA Academy
6500 South MacArthur Blvd.
Oklahoma City, Oklahoma 73169

Paragraph 2.2: Normal Hours of Operation

While normal operations will generally occur between the hours of 6:00 a.m. and 6:00 p.m., separate specific work shifts are defined for each task. These work shifts shall be included as part of each task's description and are subject to change based on the FAA's operational needs.

Paragraph 2.3: Evening Shift Activity

Some tasks may require evening shift contract support between the hours of 6:00 p.m. and 6:00 a.m. This activity may be periodic or steady based on the needs of the FAA. In those cases, the estimated amount of activity occurring during these hours will be included in the description of the task. Other than those specific requirements identified by the FAA, no evening shift activity will be permitted without prior authorization from the CO or COR.

Paragraph 2.4: Saturday and Sunday Activity

No Saturday or Sunday activity is anticipated under this contract. In the event such activity is required, the CO or COR will notify the contractor and will provide as much advance notice of the requirement as possible. Other than those specific requirements identified by the FAA, neither Saturday nor Sunday activity will be permitted without prior authorization from the CO or COR.

Paragraph 2.5: Overtime

With the exception of Pseudo Pilot support as stated in Paragraph 2.6, no overtime activity is anticipated under this contract. In the event such activity is required by the FAA, the CO or COR will notify the contractor and will provide as much advance notice of the requirement as possible. Absent such notification, overtime activity will not be permitted without the express written approval of the CO or COR. Further, this provision shall apply regardless of the methods proposed by the contractor for compensating employees involved in such activity.

Paragraph 2.5.1: Emergency Overtime Authorization

The FAA agrees to have an ongoing blanket authorization of up to 24 hours of unscheduled Contractor Instructor overtime to be used in the event the Contractor requires overtime activity in response to sick leave or an unexpected emergency. The Contractor's team lead shall make every effort to contact the designated FAA Section Supervisor and to advise them of the need for the overtime PRIOR to making the decision to invoke the blanket authorization overtime. The Contractor's Team Lead shall notify their management on the next business day of the overtime usage for coordination with the COR and CO.

Paragraph 2.6: Pseudo Pilot Overtime

Due to the irregular nature of the requirements for Pseudo-Pilot support, it is generally unfeasible to utilize full-time employees in these support positions. Further, utilizing a limited amount of overtime has proved cost effective when the number of Pseudo-Pilots required for coverage of peak daily support requirements exceeds their total number. This can be accomplished because days with peak pilot support requirements normally involve support on both the day and evening shifts. Planned use of overtime will be an ongoing discussion between the contractor and the COR, and the COR will approve or disapprove planned overtime based on the

total number of Pseudo-Pilots available versus the known support requirements. In no case will overtime be permitted without prior written approval of the CO or COR.

Paragraph 2.7: Observance of Holidays

No activity is anticipated under this contract on holidays recognized by the FAA. In the event such activity is required, the contractor will be notified by the CO or COR and will be provided as much advance notice of the requirement as possible. Absent such requirements, holiday activities will not be permitted without prior authorization from the CO or COR.

Paragraph 2.8: Designated U.S. Federal Holidays

The COR's Contract Guide, included as Appendix D to this document, contains a list of the designated U.S. Federal holidays as of the date of this document. Additionally, other days may be proclaimed as a "holiday" by Federal statute, executive order, or Presidential proclamation; and these days shall be considered equivalent to the ten that have been officially designated. No other holidays shall be recognized under this contract, except in those cases where an employee is working under this contract in a foreign country. In these rare cases, the holidays of the host country will be observed.

Paragraph 2.9: Aeronautical Center Closure/Early Dismissal

Adverse weather conditions or other emergencies may require the closure of the MMAC or early dismissal of MMAC personnel. In most cases, no activity is expected under this contract during periods of MMAC closure and/or early dismissal, nor will any such activity be permitted during these periods without prior authorization from the CO or COR. Announcements of early dismissal will be provided to the contractor by the CO or the COR or, in their absence, by appropriate AMA-500 management.

Paragraph 2.10: Notification of Center Closure/Early Dismissal

The FAA will provide the contractor with notice of MMAC closures through the use of public broadcast announcements on local television and radio stations, as well as through the MMAC website at <http://www.mmac.faa.gov/>. Announcements of early dismissal will be provided to the contractor by the CO or COR or, in their absence, by appropriate AMA-500 management.

Paragraph 2.11: Guaranteed Work/Excused Absence

This document does not establish any specific minimum quantity of work, either as an aggregate figure or on a per-employee basis, beyond that required by law or proposed by the contractor, on any day affected by either the closure of MMAC or early dismissal of MMAC personnel. Neither does it establish any specific provision for granting excused absences or any type of reimbursable leave for these days. The contractor may propose such work minimums and/or employee benefits but shall demonstrate the benefits to the FAA of any such minimums so proposed.